

MPD 2210.1
REVISION L

EFFECTIVE DATE: September 27, 2004
EXPIRATION DATE: September 27, 2009

MARSHALL POLICY DIRECTIVE

AD01

DOCUMENTATION INPUT AND OUTPUT OF THE MSFC DOCUMENTATION REPOSITORY

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|----------------------|-------------------|--|
| Revision | I | 12/27/99 | History log added with this revision; previous history contained in Directives Manager's Reference File. Directive is being revised to update authorities/references and organizational titles. Updated to reflect recent MSFC reorganization and resulting changes in organization codes and document numbers. Also, to update policy and guidelines related to limited-rights technical data. |
| Revision | J | 6/14/01 | Revised to incorporate an applicable document and definitions and to update statements of policy and responsibilities. Added MPG 1440.2 to Applicable Documents (4.c). Added definitions for export-controlled technical data (6.c), non-record copy (6.e), OPR (6.f), and Record Copy (6.g). Revised policy statement (7.b) and deleted policy statement (7.f). Revised responsibilities (8.a, 8.c). |
| Revision | K | 5/22/03 | In Section 4. APPLICABLE DOCUMENTS, added MPG 1600.1 and MPG 2810.1. In Section 6. DEFINITIONS, updated organizational titles in (6.a) and (6.b). In Section 7. POLICY (7.b), added references to Administratively Controlled Information and MPG 1600.1. In Section 8. RESPONSIBILITIES, combined (8.a) and (8.d), deleted (8.d). In Section (8.c), added references to Administratively Controlled Information, MPG 1600.1, and MPG 2810.1. Incorporated comments regarding limited-rights data, export-controlled data, and ACI in (7.b) and (8.c). Added definition of ACI in (6.) |
| Revision | L | 9/27/2004 | Revised to clarify policy and correct numbering of applicable documents, references, and directives. In RESPONSIBILITIES (8.a), reflected Program/Project record custodian responsibility. In (8.b), deleted unnecessary reference to MWI 2210.1. |

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1. PURPOSE

To establish policy for the contents of and responsibility for the operation of the Marshall Space Flight Center (MSFC) Documentation Repository.

2. APPLICABILITY

This Directive is applicable to all organizational elements of MSFC and contractors working under NASA contract regardless of geographic locations.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS

- a. NPR 1441.1, "NASA Records Retention Schedules" (NRRS)
- b. MPR 1440.2, "MSFC Records Management Program"
- c. MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"
- d. MWI 1380.1, "Handling of Freedom of Information Act Requests"
- e. MPR 1600.1, "MSFC Security Procedural Requirements"
- f. MPR 2810.1, "Security of Information Technology"

5. REFERENCES

- a. MPD 2190.1, "MSFC Export Control Program"
- b. MPR 7120.2, "Multiprogram/Project Common-Use Documentation"
- c. NPR 1620.1, "Security Procedural Requirements"

6. DEFINITIONS

- a. Administratively Controlled Information (ACI). Information exempted from disclosure by statute, including information exempt from disclosure by the exemption criteria of the Freedom of Information Act. The failure to sufficiently identify ACI which requires protection from disclosure may result in damage to official relationships, monetary or other loss to individuals or

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firms, embarrassment to NASA, or criminal prosecution. (Reference NPR 1620.1 for further details on ACI categories.)

b. Class I Engineering Data. Class I engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by the MSFC Configuration and Data Management Group, Engineering Systems Department, Engineering Directorate.

c. Class II Engineering Data. Class II engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by MSFC contractors or other external entities.

d. Export-Controlled Technical Data. Technical data that is subject to strict control procedures mandated by applicable Federal regulations [see MPD 2190.1; International Traffic in Arms Regulations (ITAR); and Export Administration Regulations (EAR)].

e. Limited-Rights Technical Data. Limited-rights technical data is data of a scientific or technical nature, which is developed at private expense and embodies trade secrets or is confidential or privileged. Such data is commonly referred to as proprietary data and has restricted legends limiting disclosure and use.

f. National Archives and Records Administration (NARA). An independent Federal agency that oversees the management of all Federal records.

g. Non-record Copy. Copy of a document preserved only for convenience of reference.

h. Office of Primary Responsibility (OPR). The organization having the responsibility for the process/procedures for the delivery of the product or services to the customer. The OPR is responsible for identifying which records need to be generated and placed under control.

i. Record Copy. Usually the original of a record or the first-generation of the original that is maintained by the OPR in lieu of the original.

j. Record custodian. The individual who is responsible for collecting, indexing, accessing, filing, storing, maintaining, and dispositioning a record or collection of records.

7. POLICY

It is the policy of the MSFC Documentation Repository to have MSFC technical and administrative documentation in rapid access files to support Center roles and missions.

a. It is mandatory that a copy of all technical documentation furnished under an MSFC contract be provided to the MSFC Documentation Repository by acceptable quality media.

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To the maximum extent possible, this information should be provided electronically. Electronic data submittals shall be coordinated with the Documentation Repository Manager to ensure that the data is in a format that can be accepted and maintained.

b. The MSFC Documentation Repository shall distribute limited-rights data, export-controlled technical data, and data designated Administratively Controlled Information (See MPR 1600.1, "MSFC Security Procedural Requirements") only in accordance with applicable disclosure restrictions.

c. The MSFC Documentation Repository shall release nonproprietary and unclassified technical documentation in reasonable quantities to MSFC contractors and bidders only as provided for in the solicitation or as specifically authorized by the responsible contracting officer.

d. The primary mission of the MSFC Documentation Repository is to provide technical documentation services to MSFC civil service and support contractor employees. Requests for documentation from contractors performing under current NASA contracts and other Government agencies are to be processed on a reciprocal basis.

e. Requests from commercial sources not performing under a current NASA contract are to be handled in accordance with MWI 1380.1 and Freedom of Information Act procedures at the cost per page as prescribed in 14 CFR 1206, excluding documents to be provided pursuant to solicitations.

8. RESPONSIBILITIES

a. The Repository shall be the record custodian for the disposition or retirement of official permanent records for MSFC Class I engineering data, multi-program/project common-use documentation, and MSFC Program/Project documentation as defined by the cognizant Program Manager.

b. All MSFC organizations generating or controlling technical documentation shall be responsible for submitting documents to the MSFC Documentation Repository. Detailed responsibilities for Center organizational elements are contained in MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests."

c. The Documentation Repository shall protect and store limited rights data, export controlled technical data, and data designated Administratively Controlled Information delivered under MSFC contracts, as directed by the applicable project manager, contracting officer, and applicable security policies (see MPR 1600.1, "MSFC Security Procedural Requirements," and MPR 2810.1, "Security of Information Technology").

9. RECORDS

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a. MSFC Class I Engineering Data (see 6.a, Definitions). The MSFC Documentation Repository shall act as the record custodian for officially-released Class I engineering data records. The MSFC Repository shall support the OPR in the management of Class I engineering data records, including their final disposition/retirement.

b. [Ref. MPR 7120.2, 4.1.2] The MSFC Documentation Repository shall store and dispose of the approved electronic versions of multi-program/project common-use documents in accordance with NRRS 8/12.A [8070]; permanent—retire to Federal Records Center (FRC) when no longer needed for reference; transfer to NARA when 15 years old.

10. MEASUREMENT

None

11. CANCELLATION

MPD 2210.1K dated May 22, 2003

Original signed by
Robin N. Henderson for

David A. King
Director